AHEC Meeting Minutes

Date: Wednesday, July 27, 2022, 8:00pm @ East Courtyard

Attendees:

Akhilan

Vishwak

Deirdre

Yanina

John

Xiaowei

Kim

Tzu-An

Shomik

Minutes: Shomik

[Update] Automatic light switches

* Used to have automated in common areas but people hated it
* With an override built in
* Publicity will make posters to remind people
* Where will they go?
  + Bike + laundry room would be good initially
  + Floor common rooms later
* Poll to residents? Not for bike + laundry, but for others maybe
* Ask Denise to go ahead with these 2 spaces
* Corridor lights
  + Might need more sensors for hallways
  + Might be a safety concern
  + Dimmed lights at night
  + And during the day based on sunlight
* Ask Denise about hallway lighting

[Update] Report back from any outside meetings

* SPEC – AHEC meeting
  + Orientation schedule to prevent event overlap
  + Compromise solution
    - Ashdown Dance Party and Brunch on second weekend (10+11)
    - BBQ first Friday
    - Speed Friending on Fri / Sat
  + SP schedule
    - BBQ Sep 9
  + Ashdown schedule
    - Dessert Night Sep 1
    - Speed Friending Sunday Sep 4
    - Puzzle Hunt Sep 5
    - Dance Party Sep 10
    - Brunch Sep 11

[Update] Orientation schedule

* See above

[Update] Unified orientation advertising

* Single poster with all events
* Ask Events if they want to do it
  + Otherwise Ignacio / Publicity

[Update] Committee budgets

* Coffee Hour
  + $4500 for summer coffee hours
  + Adam didn’t recall approving that
  + Bit too much for the summer
  + HoH can provide $10k per year
    - $2k from another fund
    - ~$250 per week
  + Fall 4.2k, Spring 3.6k, Summer ~2k
  + Stagger coffee hours?
  + Strategic breaks when it is less attended anyway
  + Schedule Events when coffee hour has a break
  + Current budget will be covered for the year. But 12k for the year next year
  + Currently $350 from house tax for every special hour
    - Take $10 from house tax every week instead, $300 for special hours

[Update] Check suggestion box for entries

* Create a voting system for general issues
  + Makes sense for big changes
  + Does mailing list qualify for this?
  + AHEC are representatives
* Summary of AHEC meetings
  + Akhilan hasn’t been doing this because value is unclear
  + Attach previous week minutes to agenda email

[Update] Mailing lists

* People complaining about too many sales emails
* Many people unsubscribed from ashdown-talk
* ashdown-sales and ashdown-spam were created
* Opt-in vs. Opt-out

[Discussion] Snake issue? 🐍

* Yanina slept with a knife under her pillow
* Fake snake in floor lounge should be removed
* Denise was alerted about the snake
* Maybe clarify to residents that it is a joke (HoH)

[Update] Gym equipment

* Parts are ordered

[Update] Dampers on gates

* Denise is aware

[Update] Sustainability

* Add Devashish to GSC mailing list
* Send picture of SP trash chart

[Update] Joint events with CoSI

* Meeting next Monday at 7
* 3-4 people will attend

[Update] Website related stuff

* Webmaster is at an internship. Returns beginning of semester
* Will get a server to host website

[Update] Website access for communications officers

* Postponed until webmaster returns

[Update] Publicity items

* Ignacio got lots of poster tasks
* He has returned and will take care of it

[Update] Bird feeder

* Kim will take care of it today

[Update] Updating swag inventory

* Xiaowei has roughly updated it

[Discussion] AHEC Closet Door

* Is someone secretly accessing it?

[Update] New AHEC closet keys

* Have 5 keys now. Need to distribute
* 2 at front desk, 2 for AHEC, 1 for events
  + Akhilan and Yanina

[Update] AHEC closet stickers

* Sticker sheets created, Hulsizer stickers to closet

[Update] Contraceptives in public restrooms

* Inventory officer got first shipment from MIT Medical
  + Placed supplies in womens restrooms
* Akhilan will distribute to mens restrooms
  + Send email to let residents know

[Update] Broken elevator

* Remind Denise every so often
  + Returns on Aug 8

[Discussion] Next year projects: Goals Prioritization, Execution Plans

* Conflict resolution training in planning
* Flyer with contact info with resources
* Ashdown-club activities. Start in Fall
* Set up subscriptions – Amogh working
* Wellness – once officer returns
* Academic – meeting with CoSI
* Composting / sustainability – add Devashish to GSC mailing list
* AHEC town halls

[Discussion] Adding new projects

* AHEC meeting updates seem stagnant
* Where is the progress I.e. with website
* Summer time may be causing this
* More funding sources, encourage people to apply to
  + Xiaowei will look into this
  + Alumni fundraisers
  + Spring Concert with reception
    - Invite alumni
* Door tags
  + Design contest
  + Do people want to have door tags?
  + Can take down if they don’t want it
  + Xiaowei will lead
  + Need register from housing – from Adam
  + Sustainability – reuse current doortags?
    - Some people want to have more
    - Recycle bin for old door tags
* Headshots for officers
  + Slotted poster where photos can be changed
  + Or cork board similar to MIT main hallways
  + Yanina will lead
* AHEC should take action on new projects

[Update] Hiring new officers

* After orientation
* Flyers to advertise being an officer
* Highlight which positions are specifically searching
* Yanina will lead
* Operations chair is retiring

[Discussion] Anything else

* Increase fine for vacuum and badminton racquets
  + $5 + $1 for each day
    - $5 for first day, then $25?
    - Linear increase in fines per day
    - For now: increase fine to $20 + $5 / day
    - Need money for new vacuums
    - Blacklist for borrowing
  + SP has a system – can see which items are out
    - Inventory officer looking into inventory system
    - New project: upgrade inventory system
    - Tied to student account
    - Periodic emails to who checked out to remind them
  + Vacuum repairs
  + Are fines being enforced?
    - Check with marouane
* Update Ashdown-wiki
  + Currently outdated
  + Update before orientation
  + Akhilan will lead – assign sections to update
* Food Safety training
  + Online course – should be free
  + Temperature of food, dishes, gloves, etc.
  + Xiaowei will check with Naomi
  + Requirement for brunch and coffee hour

Presided by: Akhilan

Meeting adjourned